

# Comparisons of Job Characteristics

**Focus Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

**Associated Occupation:** Management Analysts (13-1111)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 73

**Focus Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

**Associated Occupation:** Management Analysts (13-1111)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Customer and Personal Service	11.3	19.6	11.5	<<	Extensive education and/or training may be required
Administration and Management	8.4	16.2	8.8	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	14.2	6.4	<<	Extensive education and/or training may be required
Clerical	7.3	13.8	21.6	>>	Current knowledge level is likely more than sufficient
Sales and Marketing	5.2	10.9	2.6	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	9.0	4.6	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 81

**Focus Occupation:** Executive Secretaries and Executive Administrative Assistants (43-6011)

**Associated Occupation:** Management Analysts (13-1111)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Judgment and Decision Making	9.4	12.5	8.4	<<	Extensive development of skills in this area may be required
Complex Problem Solving	9.1	12.3	7.3	<<	Extensive development of skills in this area may be required
Monitoring	9.9	12.0	9.9	<	A higher skill level may be required
Systems Analysis	6.5	11.4	6.7	<<	Extensive development of skills in this area may be required

Systems Evaluation	6.4	11.4	6.2	<<	Extensive development of skills in this area may be required
Operations Analysis	5.0	11.3	3.7	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 91			
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Management Analysts (13-1111)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	16.2	13.5	<	Some improvement in abilities may be required
Oral Comprehension	12.5	15.9	13.9	<	Some improvement in abilities may be required
Written Comprehension	11.0	15.4	13.4	<	Some improvement in abilities may be required
Written Expression	9.8	15.0	12.2	<	Some improvement in abilities may be required
Inductive Reasoning	10.2	14.7	9.6	<<	Extensive improvement in abilities may be required
Deductive Reasoning	10.6	14.2	10.2	<<	Extensive improvement in abilities may be required
Information Ordering	9.9	12.2	10.3	<	Some improvement in abilities may be required
Fluency of Ideas	7.6	10.1	8.1	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 90
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Management Analysts (13-1111)		
Work Activities	Exclusivity of Activity	
Analyze organizational operating practices or procedures	70	
Develop new office forms	95	
Develop policies, procedures, methods, or standards	21	
Develop records management system	76	
Maintain records, reports, or files	5	
Prepare reports	8	
Prepare reports for management	72	
Recommend improvements to work methods or procedures	64	

Recommend solutions of administrative problems	84
Select software for clerical activities	85
Use oral or written communication techniques	1

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 88

**Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)**

**Associated Occupation: Management Analysts (13-1111)**

Tools and Technologies	Exclusivity
Business function specific software	1
Computers	1
Content authoring and editing software	1
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Industry specific software	1
Information exchange software	1
Network applications software	1
Projectors and supplies	13

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.